

# 澳洲广播电台

## 留学澳洲英语讲座

### English for Study in Australia

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#### LESSON 10 – I need a job!

#### 第十课 寻找工作

#### STUDY NOTES

##### 课文中的人物:

Angel: 首次到澳洲留学的海外学生。

Magda 一名与安吉尔租房子的妇女。

##### 故事梗概:

安吉尔在得知自己还要为各种日常账单出一笔钱时感到有些吃惊。因此她决定去找一份兼职工作。

##### 如何写一份简单的履历:

以下是一份履历样本。在这份履历中，这位同学没有工作经验，但是学习了相关的培训课程。



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**Skills Summary**

- Attention to detail in all aspects of tasks
- Excellent customer service skills
- Excellent multi-tasking skills and experience
- Fluent in Cantonese with excellent cross-cultural communication skills
- Enthusiastic and prepared for challenges
- Keen team player, and ability to work independently

**Professional Training**

Food Services College, Brighton

2008

**Presenting Food**

- Assembling and preparing ingredients
- Preparing fruit and vegetables
- Preparing and storing meat, seafood and poultry food items
- Presenting food for service

**Following Health and Safety Procedures**

2008

- Personal and environmental hygiene
- The cost of workplace illness and injury
- Duty of Care
- How to lift and carry
- Emergency procedures

**Referees**

Marion Grabbo  
Teacher,  
AMES International,  
255 William Street, Melbourne  
Phone: 9876 5432  
Sam Chen

Gerald Nundian  
Customs Officer  
Customs Services, Melbourne  
14 Rosslyn Street, West Melbourne  
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### 俚语和习惯用语：

(to) work (something) out	解决问题或考量相关问题。
kitty	份子钱，凑份子。
(to) pop in	未经预约的到访，串门。
(to) check (something) out	查看或查问某一事件。
(to) go through (something)	过问或核查某一事件的具体内容。
resume	个人简历。
commission	佣金。
work permit	政府发出的工作许可证。在澳大利亚，海外留学生未经政府许可打工属于违法行为。

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### EXERCISES

#### 1. 重点词汇

请从词典中查找下列词汇的发音及中文意思

(to) afford	assistant	bill
casual	electricity	experience
gas	hospitality	jeans
(to) manage	retail	share

#### 2. 考试例题:

在报读一些课程时校方可能会要求你先做语言能力测试。一般来说这种考试的要求及试题全部都用英语写出。请见以下例题:

Choose the word that best completes each sentence.

请在下列试题的方格种标出正确答案, 例如:

#### Jobs to avoid

When you start looking \_\_\_\_\_1\_\_\_\_\_ job advertisements you might find some that sound too good to be true. This is because they usually are. For example, jobs advertised \_\_\_\_\_2\_\_\_\_\_ "models" or "dancers" with "no experience necessary", are to be avoided. These jobs are usually associated with men's clubs and publications and are not the sort of jobs you'd want to write home \_\_\_\_\_3\_\_\_\_\_.

And if a job ad calls for "art lovers" or "toy lovers" and offers huge salaries of "up to \$1000 a week", don't bother applying. You will probably be required to sell art or toys door to door and you will only be paid commission for \_\_\_\_\_4\_\_\_\_\_ you sell. You'll be lucky \_\_\_\_\_5\_\_\_\_\_ you take home \$100 after a week's work.

- on             over             at             in
- into             the             for             to
- about             around             after             with
- this             what             that             which
- by             so             for             if

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### 3. 语音练习:

请通过朗读下列句子练习 /b/ and /ɔ:/ 的发音要领:

**“I got a lot of short forms from the office.”**

### 4. 常用互连网网址:

学生寻工咨询网址	<a href="http://www.services.unimelb.edu.au/careers/student">http://www.services.unimelb.edu.au/careers/student</a>
如何写个人简历	<a href="http://content.mycareer.com.au/advice-research/resume/sample-resume.aspx">http://content.mycareer.com.au/advice-research/resume/sample-resume.aspx</a>

练习2的答案: 1) at 2) for 3) about 4) what 5) if